

# MASSACHUSETTS APPEALS COURT

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## E-FILING WITH THE APPEALS COURT

Document to File	Is E-filing required?
<b><u>Single Justice:</u></b>	
Petitions filed Pursuant to G. L. c. 231 § 118, para. 1 (Refer to Standing Order)	<b>YES</b> – in addition to the <u>one</u> paper copy of the petition/opposition and all other documents that you file, you must also simultaneously file a PDF copy of the petition/opposition and supporting memoranda of law, either (1) on a CD-ROM, or (2) by email (if under 10 MB) to which the PDF copy is attached. (If using email, note that paper copy to follow.) <b>NOTE:</b> a PDF copy of the record appendix should be filed if feasible, as above. (Multiple e-mails are acceptable to accommodate the size of the record appendix.)
Motion to Stay Judgment Pursuant to Mass. R. App. P. 6 (Refer to Standing Order)	<b>YES</b> – same as above (one paper copy AND one PDF copy on CD or attached to email: <a href="mailto:emotions@appct.state.ma.us">emotions@appct.state.ma.us</a> )
<b><u>Single Justice Session Motions Filed Prior to Entry of the Appeal:</u></b>	
Motion for Leave to File Late Notice of Appeal	<b>YES</b> – same as above
Motion to Enlarge Time for Docketing	<b>YES</b> – same as above
Any other Motions or Oppositions to Motions that are heard by the Single Justice	<b>YES</b> – same as above
<b><u>After Entry of the Appeal in the Appeals Court BUT Before Assignment to Panel for Decision:</u></b>	
Registration for Electronic Notification	<b>YES</b> - paper copy or one PDF copy attached to e-mail: <a href="mailto:enoticesignup@appct.state.ma.us">enoticesignup@appct.state.ma.us</a> with the subject header “Notice Consent Registration”
Docketing Statements (Civil or Criminal)	<b>YES</b> - pilot programs requires all parties to save and file the form electronically as a PDF copy attached to e-mail: <a href="mailto:emotions@appct.state.ma.us">emotions@appct.state.ma.us</a> (paper filing allowed only by motion)
Motion to Enlarge Time for Filing Brief	<b>NO</b> – Paper copy only
Motion to Stay Appellate Proceedings	<b>NO</b> – Paper copy only
Any other Motions, Oppositions to Motions or Letters filed BEFORE panel assignment	<b>NO</b> – EXCEPT Motion to Stay Judgment Pursuant to Mass. R. App. P. 6. That motion falls under the Single Justice Standing Order (see above).
Brief	<b>NO</b> – 7 bound copies and 1 unbound, single-sided copy. No PDF copy.
Record Appendix	<b>NO</b> – same as brief

Exhibit Volume (if separately bound)	<b>NO</b> – same, except 5 bound copies
Transcript Volume (if separately bound)	<b>NO</b> – same, except 2 bound copies. BUT if you received a PDF of the transcripts, you may file a CD of the transcripts in lieu of the unbound copy.
Notice of Unavailability for Oral Argument	<b>NO</b> – paper copy only
Reply Brief	<b>NO</b> – same as brief UNLESS reply brief is being filed after panel assignment, then PDF copy should be filed, too.
<b><u>After Assignment of the Appeal to a Panel for Decision:</u></b> (Refer to Standing Order – this order is triggered upon receipt of the “Notice of Argument,” “Under Panel Consideration,” or the issuance of a decision.)	
Notice of Unavailability for Oral Argument	<b>YES</b> – email (as text or as attachment) in reply to the Notice of Argument
Motion to Reschedule Oral Argument [Rule 22(a)] OR Motion for Additional Time for Argument	<b>YES</b> – PDF by email only (NO paper copy): <a href="mailto:emotions@appct.state.ma.us">emotions@appct.state.ma.us</a> . The subject line of the email and the PDF file name should be as follows: (1) Abbreviated docket number (i.e., a two digit year followed, without a space, by a “P” followed, without a space, by the last four digits of the docket number); (2) a hyphen; and, (3) a description of the filing containing no more than 56 characters, indicating what the document is and who filed it. Example: 12P0000-Appellant Mother Motion to Postpone Oral Argument.pdf
Rule 16(l) Letter	<b>YES</b> – PDF by email only Example subject/file name: 12P0000-Appellee Child 16(l) letter.pdf
Petition for Rehearing	<b>YES</b> – PDF by email only Example subject/file name: 12P0000-Appellant Child Petition for Rehearing.pdf
Any other Motions, Oppositions to Motions or Letters filed AFTER panel assignment	<b>YES</b> – PDF by email only
Application for Leave to Obtain Further Appellate Review [Rule 27.1] - one copy filed in the Appeals Court	One copy of the application or opposition should be filed in the Appeals Court and may be filed by PDF (on CD or attached to email: <a href="mailto:emotions@appct.state.ma.us">emotions@appct.state.ma.us</a> ). Currently, the SJC has no e-filing requirements: 17 copies of the application or opposition should be filed on paper with the clerk of the full Supreme Judicial Court.

Last updated: 5/1/2012